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| Commercial Tenant Improvement Submittal Requirements |
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In order to process and expedite your request for a building permit, **please submit the items listed below and include this completed checklist in your submittal.** Please ask the Counter Technicians if you have any questions. **A plan check fee will be required at submittal.**

Four (4) complete stapled (down the left side) sets of drawings 24" x 36" minimum size (larger size [up to 30"x36"] will incur \$50 oversize fee) shall include:

A. General

- ☐ If you went through the Planning Department process, **the Planning Department Conditions of Approval and accompanying letter must be blue-lined on the first sheet**
- ☐ **A Compliance Memorandum shall be prepared and submitted with the building permit application detailing how the Conditions of Approval will be addressed.**
- ☐ *Blueprint For A Clean Bay* sheet must be the second page (available at the Building Counter for a fee of \$2 or at San Jose Blue Print)
- ☐ Wet signature on all documents by design professional(s)
- ☐ Name, title, registration number, address, and telephone number of applicable design professional(s)
- ☐ Cover sheet information with 2001 California Building, Plumbing, Mechanical Codes, the 2004 CEC Electrical Code, and 2001 Energy Codes listed, construction type, occupancy class, scope of work (i.e. existing square footage, remodeled square footage, etc.)

B. Architectural

- ☐ **Plot/Site Plan:**
 - a. Must show site plan, vicinity map, site parking, and North arrow
 - b. Define a brief "Scope of Work" (i.e. square footage, lot size, new retaining wall(s) linear & square footage)
 - c. Must show building data: type of construction, square footage, sprinklers, and occupancy classification
 - d. **Title 24 Accessibility Upgrades**
- ☐ **Floor Plan:**
 - a. Define space function (i.e. storage, manufacturing, etc.), exiting paths and corridors, door, window and hardware schedules
 - b. Identify the specific area within the building where the permit activity is occurring
 - c. If applicable, define areas for demolition and label appropriately
 - d. Rated corridors and other rated exit enclosures must be shown on a complete building floor plan Provide construction details of rated corridor
 - e. Show occupant load of each space
 - f. **Title 24 Accessibility Upgrades**
- ☐ **Elevations:**
 - a. Exterior elevations are required with exterior changes
 - b. Additional elevations may be required for project clarifications
 - c. Cross-section showing location of new HVAC equipment and screening
- ☐ **Reflected Ceiling Plan:** required for new construction and renovation work when ceiling is being modified

D. Structural

- ☐ **Structural Details & Plans:**
 - a. Identify area of work by specifically highlighting the area and enlarging if required
 - b. Shall be wet-stamped by State of California licensed engineer

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E. Electrical

- ☐ Main Power Distribution Plan
- ☐ Schematic One-Line Diagram
- ☐ Panel Schedules and Load Calculation
- ☐ Electrical Floor, Roof, and Equipment Power Plans
- ☐ Reflected Ceiling Plan

F. Mechanical/Plumbing

- ☐ Building Distribution and Layout
- ☐ New Mechanical Equipment:
 - a. Provide description, equipment schedules, including equipment weights
 - b. Structural calculations are required for equipment weighing over 400 lbs.
- ☐ Roof Plan: Show location of new equipment, roof screening, and drainage

G. Form Submittals

- ☐ The Town 20% Rule form must be completely filled out (except for new buildings)
- ☐ T-24 Energy Report
 - a. Provide two (2) sets of wet signed and stamped reports
 - b. Title 24 energy conservation requirements will apply with new changes to the use of energy: envelope, mechanical and electrical
 - c. Title 24 requirements will include applicable reports and mandatory measures: required compliance statements, specifications, and mandatory measures shall be incorporated onto the plans. **Note: The ENV and LTG forms must be permanently affixed (i.e., copied) onto the plans.**
- ☐ County Health Department Approval (408) 299-6060: Approval required for food service
- ☐ Structural Calculations:
 - a. Two (2) sets of wet-stamped and wet-signed calculations required

H. Hazardous Materials or Hazardous Waste, if applicable

- ☐ Hazardous Materials Disclosure Form
- ☐ San Jose/Santa Clara Water Pollution Control Plant Approval (408) 945-3000: Approval required for contaminated sewer waster discharge to public system
- ☐ Storage/Warehouse Applications
 - a. Provide list of materials and quantities to be stored/used by tenant
 - b. Provide a general layout of the storage/warehouse area
- ☐ Hazardous Material Storage Permit Application for New Business
 - a. Apply directly to the Santa Clara County Fire Department (408) 378-4010
- ☐ Hazardous Material Inventory Statement
 - a. Include key location on map
- ☐ Layout of Production, Manufacturing or Assembly Areas, and Description of Process

I. Notes:

- If one or more required items are not submitted, the application will be considered incomplete and will not be accepted.
- Permits can only be issued to a Property Owner (not a tenant) or a Licensed Contractor.
- No materials or containers (including debris boxes) are allowed to be stored in the public-right-of-way without first obtaining a permit to do so from the Engineering Division of the Public Works Department. Call (408) 399-5771 for requirements and fees

Signature:

I have read the above information and have submitted all the required information.

Signature: _____ Date: _____